

DEPARTMENT OF CORRECTION
JOB OPPORTUNITY
FISCAL ADMINISTRATIVE MANAGER 1
FISCAL SERVICES

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on a current examination list.

Location: Central Office, Wethersfield, CT

Hours: M-F, First Shift

Salary: \$85,099.00 - \$109,159.00

Closing Date: September 11, 2012

Eligibility Requirement: Candidates must have applied for and passed the Fiscal Administrative Manager 1 exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Knowledge, Skills and Abilities: Considerable knowledge of principles and practices of public administration with special reference to governmental budget management and governmental accounting; knowledge of and ability to apply management principles and techniques; knowledge of principles and procedures of personnel, payroll, purchasing, grant administration and contract administration; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to understand and apply relevant state and federal laws, statutes and regulations; considerable ability in preparation and analysis of financial and statistical reports; ability to analyze budgetary and related problems; ability to utilize EDP systems for financial management.

General Experience: Nine (9) years of experience in a combination of fiscal/administrative functions (e.g., accounting, accounts examining, budget management, grants administration, personnel, payroll, purchasing) at least one (1) of which must be an accounting function. Descriptions of these fiscal/administrative functions are set forth in the Job Description under "ADDENDUM TO FISCAL/ADMINISTRATIVE SERIES FISCAL AND ADMINISTRATIVE FUNCTIONS" which may be viewed at <http://das.ct.gov/HR/JobspecNew/JobDetail.asp?FCC=2701>

Special Experience: One (1) year of the General Experience must have been supervising professional level staff. For state employees this is the level of Fiscal/Administrative Supervisor.

Substitution Allowed: College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.

A Master's degree in public administration, business administration, or accounting may be substituted for one (1) additional year of the General Experience.

Preferred Experience: Knowledge of accounts payable, purchasing, or accounting required. Management or supervisory experience within a business office setting desired. Candidates must have experience with the CORE Financial and Reporting systems and other financial management information systems, as well experience with Microsoft Word and Excel software. Candidates must also have excellent presentation skills and excellent oral, written, and interpersonal communications skills. Experience in a large scale – high volume agency preferred.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment to (CTHR-12):

DEPARTMENT OF CORRECTION
24 WOLCOTT HILL ROAD
WETHERSFIELD, CT 06109
FAX – 860-692-7615
MILDRED.PAGAN@PO.STATE.CT.US

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.